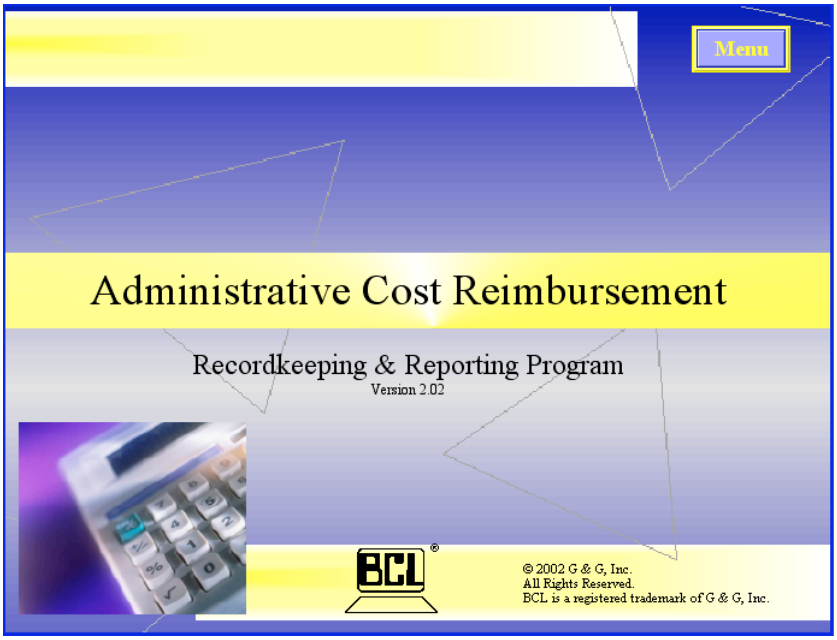
Administrative Cost Reimbursement

User Manual



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Introduction

The Administrative Cost Reimbursement Program better known as Mandated Services has been in existence in the State of Ohio since 1982. In 2002 significant revisions were made to the program. The responsibility of the school is to generate a legal claim that is paid with these funds. Pertinent back up data must be kept.

Basic Computer Learning has provided templates to organize this information electronically. This is a user-friendly program that organizes and summarizes data. In keeping with the changes to the State program, BCL has revised the original and enhanced it in this 2002 version.

Patricia Gettens, John Gedeon and Ann Marie Winchester have designed the ACR Recordkeeping and Reporting Program (Mandated Services). They have consulted with the Catholic Conference of Ohio, and principals to ensure that this program meets the recordkeeping guidelines and law.

If illegal activities are claimed, the use of this program will not prevent citations by the State Auditor or reviewers. It is each claimant's responsibility to list only recordkeeping and data gathering activities that are not an integral part of teaching. Copies of the new Guidelines should be duplicated for each employee.

The templates were produced through the efforts of many people. The costs of developing these materials are recovered through sales. The unauthorized duplication of personal computer software raises the cost to all legitimate users.

This software is protected by federal copyright law. Copying software for any reason other than to make a back up is a violation of law. Individuals who make unauthorized copies of software may be subject to civil and criminal penalties.

Report copyright violation to:

Software Publisher's Association
1730 M Street, NW
Washington, D.C. 20036

or

Basic Computer Learning
20130 Center Ridge Road
Rocky River, OH 44116

The ACR Recordkeeping & Reporting Program is user-friendly, but we recognize through years of experience of working with schools, that support is an important service. If you have an internet connection, you can use our website to e-mail for support or call our 800 number to make the use of the program as easy as possible. Refer to the Support Section of this manual for more help features.

On-site training is available through Basic Computer Learning. Please call for information and pricing.

Getting Started

Mac

Minimum and Recommended Equipment Requirements:

Highly Recommended:

- Power Macintosh G3 (Includes all iMacs & eMacs)
- 128MB of RAM available
- Hard Disk with 80MB free
- System 8.6 or higher
- CD-ROM Drive
- LaserWriter Printer

Minimum:

- Power Macintosh or higher with OS 8.6 or higher
- 32MB of RAM available
- Hard Disk with 80MB free
- System 8.6
- CD-ROM Drive
- LaserWriter Printer

What System is on the computer?

- Turn on the computer.
- Click and hold on the apple icon in the upper left hand corner.
- Drag down to About this Computer and let go.
- The System running on your computer will be named.

Software Needed:

- ACR Recordkeeping & Reporting Program
- FileMaker Pro 5 or higher

Why do I need FileMaker Pro and how can I purchase it?

- The ACR Recordkeeping & Reporting Program uses this application to operate.
- Call BCL 1-800-556-6130 or (440) 356-9550 to order.

How is FileMaker Pro installed onto the hard drive?

- Put the CD into the disk drive.
- Install FileMaker Pro onto your computer. Follow directions that accompany the software.
- After installation, restart the computer.

How is the ACR Program installed?

- Put the program CD into the CD-ROM drive.
- Double click on the CD icon to view its contents.
- Click on the ACR folder icon.
- Drag the folder onto the Macintosh HD in the upper right hand corner of the desktop.
- Watch it being copied onto the Hard Drive.
- When copying is complete, drag the CD icon onto the trash can until the trash can becomes dark. Let go and the CD will be ejected.
- Store the ACR program CD in a safe place.
- Locate the ACR program folder on the Hard Drive. Open it and point to the icon of the ACR2.02.fmp. Click once on the icon. A box will appear and the title will be highlighted. Rename the file with the current school year. Type: ACR + 02-03 + Your School Initials. Example: ACR02-03SJS.fmp.

Materials Needed:

One of the following forms of back up

- Zip Drive and disk
- CD burner and blank CD-ROMs
- Fileserver

The ACR Program automatically saves changes to the Hard Drive. After each work session remember to back up the ACR file. Refer to the Back up Section of this manual for assistance.

Now it's time to begin!

- Turn on the computer.
- Locate the ACR program on the Hard Drive.
- Double click on the ACR program icon. This will cause FileMaker Pro to open also. Enter the needed password. (See the Password section of the manual for this information.)
- You are ready to create the school's ACR recordkeeping and reporting file.
- Continue reading this manual for step-by-step directions.
- An Acrobat Reader version of this manual can be found in the ACR Program folder installed on your computer.

Getting Started

Windows

Minimum and Recommended Equipment Requirements:

Highly Recommended:

- Intel compatible Pentium 90 or higher
- 32MB of RAM available
- Hard Disk with 80MB free
- Windows 98, ME, NT, 4.0, 2000 or XP
- CD-ROM Drive
- LaserWriter Printer

Minimum:

- Intel compatible Pentium 90 or higher
- 32 MB of RAM available
- Hard Disk with 80MB free
- Windows 98
- CD-ROM Drive
- LaserWriter Printer

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Install FileMaker Pro

- Put the CD into the disk drive.
- Install FileMaker Pro onto your computer. Follow directions that accompany the software.
- After installation, restart the computer.

How is the ACR Program installed?

- Put the program CD into the CD-ROM drive.
- Copy the ACR folder to My Documents.
- When copying is complete, eject the CD.
- Store the ACR program CD in a safe place.
- Locate the ACR program folder in the My Documents folder. Open the folder and click on the icon of the ACR2.02.fmp. Rename the file with the current school year. Type: ACR + 02-03 + Your School Initials. Example: ACR02-03SJS.fmp.

Materials Needed:

One of the following forms of back up

- Zip Drive and disk
- CD burner and blank CD-ROMs
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- Double click on the ACR program icon. This will cause FileMaker Pro to open also. Enter the needed password. (See the Password section of the manual for this information.)
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- Continue reading this manual for step-by-step directions.
- An Acrobat Reader version of this manual can be found in the ACR Program folder installed on your computer.

Passwords

Using Passwords

- Decide who will enter the data for the ACR Recordkeeping and Reporting Program in the school.
- Sometimes a school uses 2 people to enter data. One person enters the confidential data regarding employees and monitors the school's claim. The other person may only enter the data from claimants weekly log sheets. In this case, 2 passwords are needed. One password will access all parts of the program. The other will allow access only to the weekly log sheets by quarter.

  Password 1: (Total Access to salaries, fringes, all data) **All**

  Password 2: (Limited Access - can only enter data) **Some**
- After opening the ACR program, enter the correct password.
- If the employee using Password 2 will be using this manual, remove this page and store it in a safe place.
- Click on the Menu button.

Changing Passwords

- **If passwords are changed, remember that you are the only one who knows them!**
- Under the heading **File**, select **Change Password.**
- Enter the old password. Press the tab key.
- Enter the new password. Press the tab key.
- Enter the new password again to confirm it.
- Click OK.
- Repeat steps 2-6 to change each password.

Menus

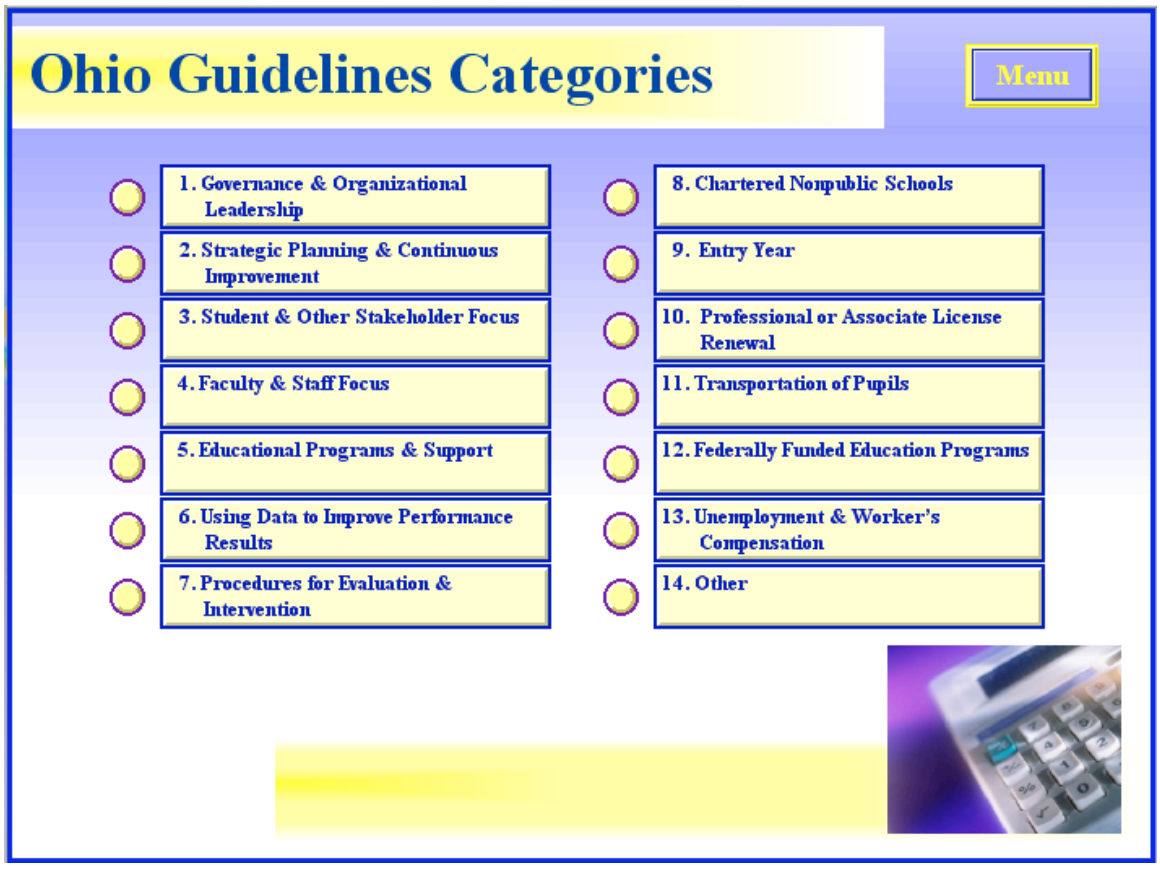
Main Menu

- The main menu is comprised of buttons that link to layouts you will need to access. Click on the topic you need to access. The computer will move to that topic.

- Every layout in the ACR has a Menu button. Click on the Menu button to navigate to other layouts.

State of Ohio Guidelines Menu

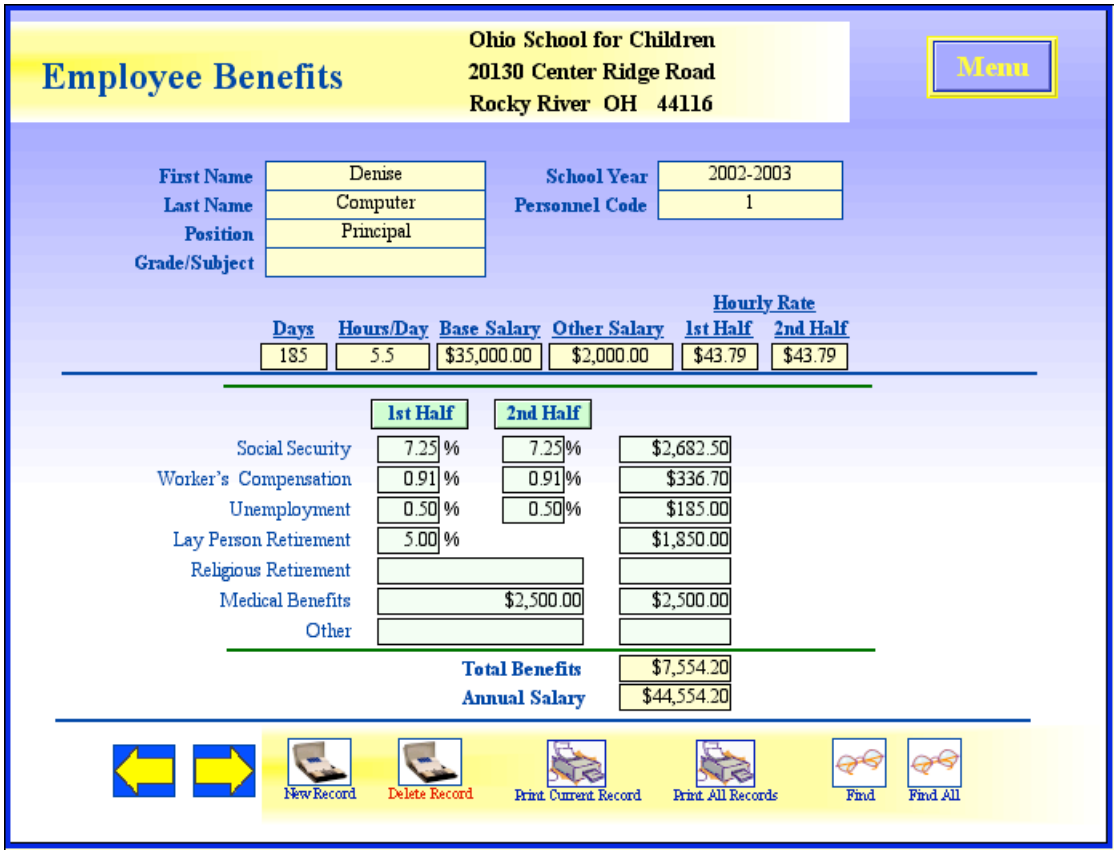
- Access the Guidelines Menu from the Main Menu.
- Each of the fourteen categories for claims is explained here.
- Select the category you need to read about by clicking on the button to the left.


Ohio Guidelines Categories
Menu
1. Governance & Organizational Leadership
2. Strategic Planning & Continuous Improvement
3. Student & Other Stakeholder Focus
4. Faculty & Staff Focus
5. Educational Programs & Support
6. Using Data to Improve Performance Results
7. Procedures for Evaluation & Intervention
8. Chartered Nonpublic Schools
9. Entry Year
10. Professional or Associate License Renewal
11. Transportation of Pupils
12. Federally Funded Education Programs
13. Unemployment & Worker's Compensation
14. Other

Employee Benefits

General Information

- Employee Benefits must be entered before weekly log sheet data can be entered.
- Determine which employees from your school are eligible to make claims. Include only those employees who receive a paycheck from the parish/school. Do not include Auxiliary Services, Title I or Special Education teachers.
- Gather all the personnel data for each eligible claimant.
- From the Menu page, click on the button to the left of Employee Benefits.
- This is a **sample** Employee Benefits Record. *Percentages change according to each school.*



- **SPECIAL SAVE FEATURE!** As data is entered in the ACR program, it is automatically saved. No need to save while working on the program.

Create the Principal's Employee Benefits Record

- **Begin with the Principal**
    - From the Main Menu, click on Employee Benefits.
    - Click on the button for a new record.
    - Click on the box next to First Name. Enter the claimant's first name.
    - Press the Tab key on the keyboard.
    - Enter the Last Name.
    - Press Tab.
- **Position**
    - Click on a position in the pop-up menu or enter one if not listed.
    - Press Tab.
- **Grade**
    - Click on a grade in the pop-up menu or leave it blank if not applicable.
    - Press Tab.
- **School Year**
    - Enter the current school year. Ex. 2002-2003
    - Press Tab.
- **Personnel Code**
    - If you wish to use a code, enter one. It could be a pattern such as 2002-01. The next record would be 2002-02.
    - Press Tab.
- **Days**
    - The program defaults to 185 days. If your school has more or less than 185 days with students in session, enter that number. (If more days entered, the lower the hourly rate.)
    - Press Tab.
- **Hours/Day**
    - 5.5 is automatically entered for elementary schools, 6.0 hours for secondary schools. If an employee works a different number of hours, delete 5.5 and enter the correct number. (If additional hours are entered, the hourly rate will decrease.)
    - Press Tab.

- **Base Salary**
    - Enter the numbers for the salary. The **$** and **,** will be added automatically. The salary should correspond with the amount on the employee's contract.
    - Press Tab.
- **Other Salary**
    - Enter the amount of other **taxable income**, ex. Extracurricular stipends.
    - Press Tab.
- **Social Security**
    - Enter the number for each half or leave it blank if not applicable.
    - Press Tab.
- **Worker's Compensation**
    - **Check the payroll department for your school's rate.**
    - Enter the number for each half or leave it blank if not applicable.
    - Press Tab.
- **Unemployment**
    - **Check the payroll department for your school's rate.**
    - Enter the number for each half or leave it blank if not applicable.
    - Press Tab.
- **Lay Person Retirement**
    - **Check the payroll department for your school's rate.**
    - Enter the number of leave it blank if not applicable.
    - Press Tab.

    OR
- **Religious Retirement**
    - Enter the number of leave it blank if not applicable.
    - Press Tab.
- **Medical Benefit**
    - Enter the amount **paid by the school** or leave it blank if not applicable.
    - Press Tab.

- **Other**
    - Enter the amount of payment for other services and/or benefits. This amount is for **non-taxable income only.** (All payment must be made by check for auditing purposes.)
    - Press Tab.
- **Look at Calculations**
    - Look at the record you have completed. Notice that the amount of Total Benefits, Annual Salary, and Hourly Rate has been calculated based on the claimant's salary, days, and hours.

Create New Employee Benefits Records

- Click on the New Record button. A blank record will appear.
- Repeat the directions given for the Principal's Employee Benefits Record.
- Continue creating and completing records for each claimant.

Find a Specific Employee Record

- Sometimes there is a need to alter or view a specific employee record.
- Use the arrow keys at the bottom of the page or move from one Employee Record to the next.

OR

- Click on the **Find** button.
    - A View Index will appear listing the last names of all Employee Records that have been created.
    - Highlight the name of the employee whose record you wish to browse.
    - Click on the Paste button.
- To return to all of the records, click on the **Find All** button.

Print Employee Benefits Records

- To print **All** Employee Benefits records, click on the button at the bottom of the screen labeled **Print All Records**. Complete the Printing directions.
- To print a single Employee Benefits record, find that record, and click on the button at the bottom of the screen labeled **Print Current Record**. Complete the Printing directions.

Delete Employee Benefits Records

- Select the Employee Record you wish to delete.
- Click on the button at the bottom labeled **Delete Record**.
- A warning will appear to verify that you want to delete the record.
- Click on **Delete**. The record will be removed from the file.

- **WARNING!** Do **not** delete records for employees who leave during the school year.

Add New Employees During the Year

- If a new employee is added during the school year, create a new record,
- **Determine the appropriate number of days** and enter them in the Days box.

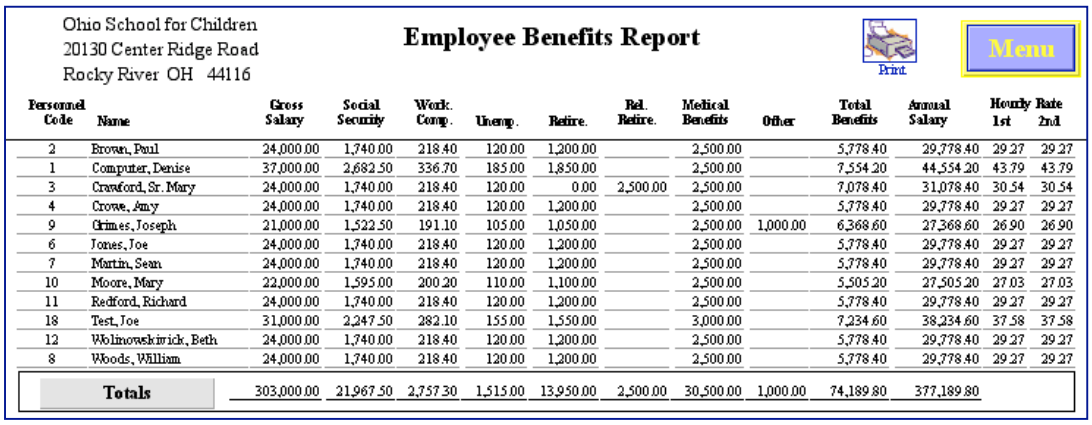
Add Substitute Teachers

- Create an Employee Benefits Record for each substitute teacher.
- Update the Employee Benefits Record each quarter to reflect the number of days worked and the salary.

Employee Benefits Report

View the Employee Benefits Report

- From the Menu, click on the **Employee Benefits Report** button.



Ohio School for Children
20130 Center Ridge Road
Rocky River OH 44116

Employee Benefits Report

Print

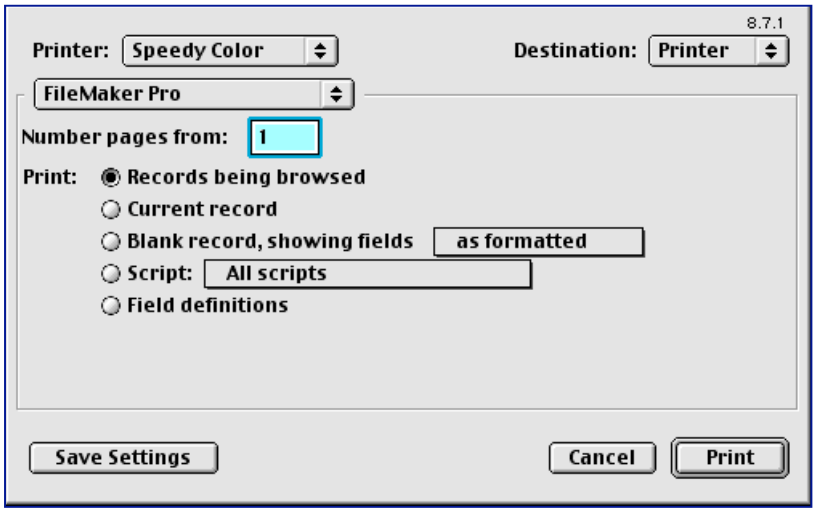
Menu

Personnel Code	Name	Gross Salary	Social Security	Work. Comp.	Unemp.	Retire.	Rel. Retire.	Medical Benefits	Other	Total Benefits	Annual Salary	Hourly Rate 1st	Hourly Rate 2nd
2	Brown, Paul	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
1	Computer, Denise	37,000.00	2,682.50	336.70	185.00	1,850.00		2,500.00		7,554.20	44,554.20	43.79	43.79
3	Crawford, Sr. Mary	24,000.00	1,740.00	218.40	120.00	0.00	2,500.00	2,500.00		7,078.40	31,078.40	30.54	30.54
4	Crowe, Amy	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
9	Grimes, Joseph	21,000.00	1,522.50	191.10	105.00	1,050.00		2,500.00	1,000.00	6,368.60	27,368.60	26.90	26.90
6	Jones, Joe	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
7	Martin, Sean	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
10	Moore, Mary	22,000.00	1,595.00	200.20	110.00	1,100.00		2,500.00		5,505.20	27,505.20	27.03	27.03
11	Redford, Richard	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
18	Test, Joe	31,000.00	2,247.50	282.10	155.00	1,550.00		3,000.00		7,234.60	38,234.60	37.58	37.58
12	Wolinowskiwick, Beth	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
8	Woods, William	24,000.00	1,740.00	218.40	120.00	1,200.00		2,500.00		5,778.40	29,778.40	29.27	29.27
	Totals	303,000.00	21,967.50	2,757.30	1,515.00	13,950.00	2,500.00	30,500.00	1,000.00	74,189.80	377,189.80		

- The report will appear listing all of the employees in alphabetical order.
- View the report before printing. Use the scroll bars to navigate to the right and down the page.
- If there are errors, return to the Employee Benefits Record for the employee and make changes.

Print the Employee Benefits Report

- Click the Print button.
- The Print Dialog box for your printer will appear.
- The options for FileMaker Pro should be set to Print Records being browsed.
- Return to the Main Menu.



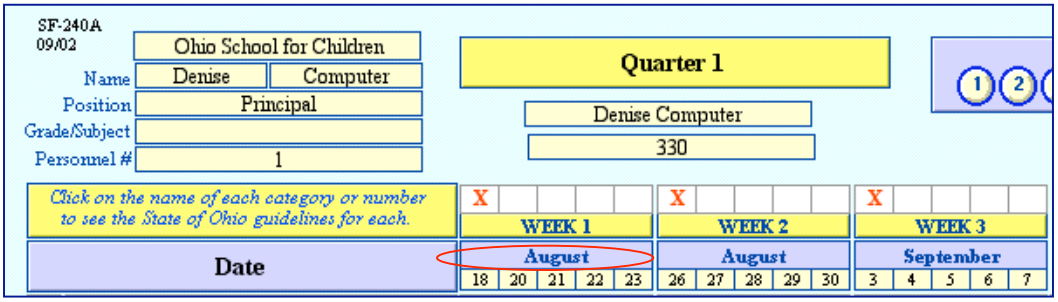
Setup Activities

General Information

Once all employees have an Employee Benefits Record, some automated features of the program can be completed. Complete these steps in the order given. This will setup all records with the correct dates, days off, and minutes per day.

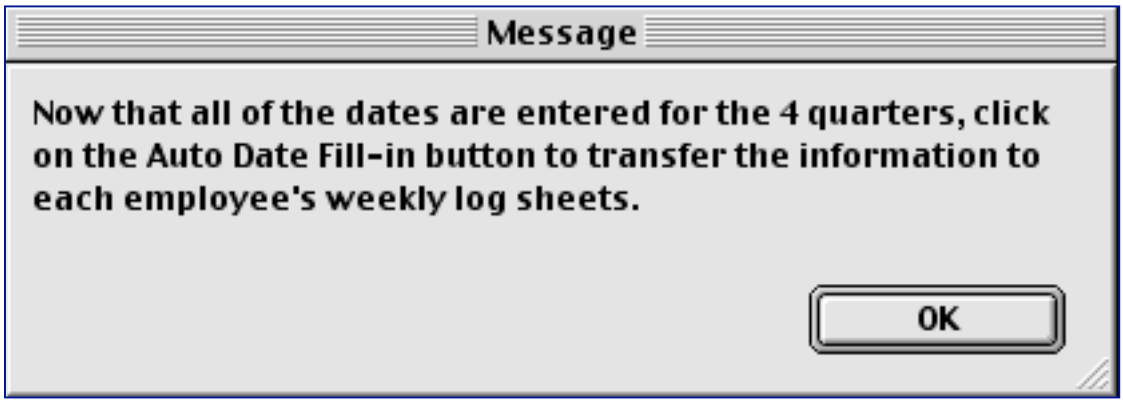
Enter School Dates

- From the menu, under Setup Activities, click on the **Enter School Dates** button. A message appears. Click OK.
- The Principal's Weekly Log Sheet will show for Quarter 1.



- Enter the months and dates of the claims for the **Principal**.
  - Under Week 1, Click in the first box. Enter the Month. Press Tab.
  - Enter the Month for Week 2 and continue until all of the weeks for the quarter are filled in with a month name.
  - If the month is split, abbreviate the names so they will show in the space provided.
  - Click in the box below the first month and enter in the first date of school in that month. Place the date in the appropriate column for the day of the week. Press Tab.
  - Enter the next date. Continue until all of the dates for that quarter are entered. **Do not enter Saturdays or Sundays**.
- Click on the **Continue** button.

- Click OK in the message box.
- The Q2 Weekly Log Sheet for the Principal shows.
- Enter the months and dates for Quarter 2. Click on the Continue button.
- Continue filling in dates for all four quarters until the message appears that the process is complete.


Message
Now that all of the dates are entered for the 4 quarters, click on the Auto Date Fill-in button to transfer the information to each employee's weekly log sheets.
OK

Auto-Date Fill-in Feature

- From the Menu, click on the button for Auto Date Fill-in.
- The Auto Date Fill-in will duplicate the months and dates entered for the Principal into every employee's weekly log sheets for all 4 quarters.
- **It is only necessary to use this feature at the beginning of the school year or when a new employee is added.**
- Click on the **Continue** button.
- Wait as the Auto Date Fill-in feature is executed. This option may take several minutes.

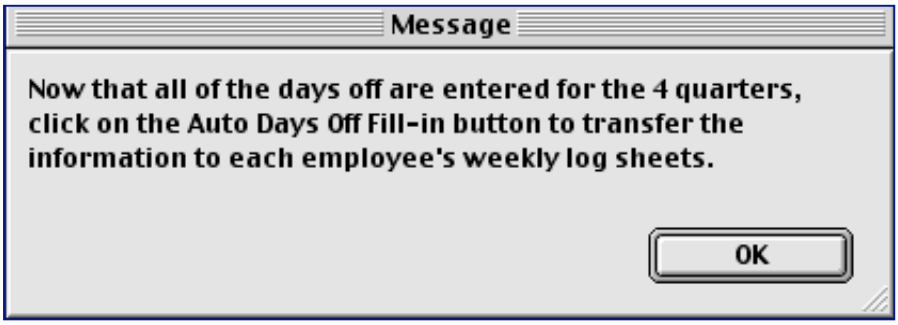
Auto Date Fill-in
Menu
This option will automatically fill-in months and dates for all records based on months and dates entered on the Principal's Weekly Log Sheets.
This process may take several minutes.
A verification message will appear when complete.
Continue
Cancel

- A message box appears to verify that the dates have been filled in for all employees.
- Click OK.

Enter Days Off

- The days off may be entered for the purpose of printing blank weekly log sheets for the employees.
- Click on the **Enter Days Off** button.
- A message appears with directions. Click OK.
- A blank weekly log sheet for Quarter 1 appears.
- Find a date that is a day off for the school. Click in the box above that date and select the X.
- Click Continue.
- Repeat the process for Quarters 2,3 and 4.
- When the final message appears, click OK.

Click on the name of each category or number to see the State of Ohio guidelines for each.		X	X	X			X					X				
		WEEK 1					WEEK 2					WEEK 3				
Date		August					August					September				
		18	20	21	22	23	26	27	28	29	30	3	4	5	6	7
1.	Governance & Organizational Leadership						200	20	20	40	40	40		8		
2.	Strategic Planning & Continuous Improvement		5													8
3.	Student & Other Stakeholder Focus	200	5		1							8				
4.	Faculty & Staff Focus							5					8			
5.	Educational Programs & Support			5		200	5	200	200		45		45	45	45	45
6.	Using Data to Improve Performance		5							5						
7.	Procedures for Evaluation & Intervention	5				5									8	
8.	Chartered Nonpublic Schools									5						
9.	Entry Year															
10.	Professional or Associate License Renewal						5									
11.	Transportation of Pupils															
12.	Federally Funded Education Programs				8			5							7	
13.	Unemployment & Worker's Compensation	45	45			45			45							
14.	Other		60													


Message
Now that all of the days off are entered for the 4 quarters, click on the Auto Days Off Fill-in button to transfer the information to each employee's weekly log sheets.
OK

Auto Days Off Fill-in

- This feature will transfer the data for days off to all employees' weekly log sheets for the purpose of printing blank sheets.
- Click on the **Auto Days Off Fill-in** button.
- A message appears when the process has been completed. Click OK.

Message
The days off have been marked in all records. Continue the setup activities and click on the button for Enter Minutes Per Day.
OK

Enter Minutes Per Day

- This feature will ask for the maximum minutes claimable per school day. When employee minutes are entered in the Weekly Log Sheets there will be a built-in check that no employee has over claimed for a given day.
- Click on the **Enter Minutes Per Day** button.
- The following screen opens.
- Enter the maximum claimable minutes.
- Click Continue.
- A message appears to verify the process is complete. Click OK.

Minutes per day
Menu
Enter the maximum number of minutes claimable for a school day.
This is based on the time a claimant works per day.
Before clicking on Continue, make sure you have an employee benefits record for each claimant.
Click Continue for the minutes to be transferred to each employee's record.
Maximum claimable minutes
330
Continue
Cancel

Weekly Log Sheets

General Information

The Weekly Log Sheets and the Record of Activities Performed Sheets are the critical portions of the Administrative Cost Reimbursement claim. Each claimant signs his/her log sheet. The State Auditor or reviewer looks at these sheets to check the validity of claims.

Weekly Log Sheets should be completed neatly and legibly. They are given to the person entering data in this program. The Weekly Log Sheets may also be printed from the program after data is entered. Both sheets should be compared for accuracy of the totals.

The Weekly Log Sheets are submitted to the Principal who reviews and signs them.

The verified, signed Weekly Log Sheets are kept for each claimant for the four quarters of the school year. These sheets and the Activities Performed Sheets become the critical back up data for the school's SF 240 claim. The Weekly Log Sheets are kept with the computer-generated reports and are maintained as the necessary back up data. They must be kept on file at the school for a period of **five years**.

Click on the name of each category or number to see the State of Ohio guidelines for each.															
		WEEK 1					WEEK 2					WEEK 3				
Date		August					August					September				
		18	20	21	22	23	26	27	28	29	30	3	4	5	6	7
1.	Governance & Organizational Leadership						200	20	20	40	40	40		X	8	
2.	Strategic Planning & Continuous Improvement		5											X		8
3.	Student & Other Stakeholder Focus	200	5		1							8		X		
4.	Faculty & Staff Focus							5					8	X		
5.	Educational Programs & Support			5		200	5	200	200		45		45	X	90	45
6.	Using Data to Improve Performance		5							5				X		
7.	Procedures for Evaluation & Intervention	5				5								X	8	
8.	Chartered Nonpublic Schools									5				X		
9.	Entry Year													X		
10.	Professional or Associate License Renewal						5							X		
11.	Transportation of Pupils													X		
12.	Federally Funded Education Programs				8			5						X	7	
13.	Unemployment & Worker's Compensation	45	45			45			45					X		
14.	Other		60											X		
WARNING: * indicates the maximum minutes per day have been exceeded!		250	120	5	9	250	210	230	265	50	85	48	53	X	113	53

Enter Weekly Log Sheet Data

- In the Menu, click on the Q1 Weekly Log Sheet button.
- For each employee, enter the minutes claimed.
    - Entries may be made by the day or by the category, as follows:
        - Begin with the first day a claim is made.
        - Click in the appropriate box according to date and category.
        - Enter the number of minutes claimed.
        - Click in the next category claimed for that day. Enter the number of minutes.
        - Continue entering minutes (not hours) for each employee and for each quarter.
    - If a box contains a red **X**, it indicates a free day and no minutes should be entered.
- Once **minutes** are entered for each claimant, the totals are calculated. These can be viewed at the far right of each quarter's Weekly Log Sheet per claimant.
- Click the button **"Go to Totals"** to view these calculations.

- Use the arrows on the screen to move to the next claimant. Continue entering the minutes claimed for each employee.
- The above processed is repeated for each Quarter's Weekly Log Sheet.
- For ease of movement through the Weekly Log Sheets, use the "**Go to Week**" buttons.

Total Minutes	Total Hours
620	10.33
167	2.78
113	1.88
114	1.90
65	1.08
116	1.93
117	1.95
8	0.13
179	2.98
120	2.00
66	1.10
867	14.45
68	1.13
69	1.15

Maximum Minutes

- At the bottom of each day, the minutes claimed per day are totaled.
- If the total minutes entered for a given day exceed the maximum minutes allowed a red star * appears as a warning.
- Change the claim to be equal to or less than the allowable minutes and continue entering data.

Click on the name of each category or number to see the State of Ohio guidelines for each.		WEEK 1				
Date		August				
		18	20	21	22	23
1.	Governance & Organizational Leadership	400				500
2.	Strategic Planning & Continuous Improvement		5			
3.	Student & Other Stakeholder Focus	200	5		1	
4.	Faculty & Staff Focus					
5.	Educational Programs & Support			5		200
6.	Using Data to Improve Performance		5			
7.	Procedures for Evaluation & Intervention	5				5
8.	Chartered Nonpublic Schools					
9.	Entry Year					
10.	Professional or Associate License Renewal					
11.	Transportation of Pupils					
12.	Federally Funded Education Programs				8	
13.	Unemployment & Worker's Compensation	45	45			45
14.	Other		60			
WARNING: * indicates the maximum minutes per day have been exceeded!		650	120	5	9	750
		*				*
Maximum Minutes claimable per day	**330**					

Refer to the Guidelines

- To view the guidelines for each category, click on the number or the category.
- The appropriate portion of the Guidelines will open for reference.
- Click on the appropriate button to return to the current Weekly Log Sheet.

Click on the name of each category or number to see the State of Ohio guidelines for each.

Date	
1.	Governance & Organizational Leadership
2.	Strategic Planning & Continuous Improvement
3.	Student & Other Stakeholder Focus
4.	Faculty & Staff Focus
5.	Educational Programs & Support
6.	Using Data to Improve Performance
7.	Procedures for Evaluation & Intervention
8.	Chartered Nonpublic Schools
9.	Entry Year
10.	Professional or Associate License Renewal
11.	Transportation of Pupils
12.	Federally Funded Education Programs
13.	Unemployment & Worker's Compensation
14.	Other

REMEMBER:

Weekly Log Sheets & Record of Activities Performed Sheets must be kept on file for 5 years.

Record of Activities Performed Sheets

General Information

The Record of Activities Performed Sheets with the Weekly Log Sheets are the critical back up data for the school's SF 240 claim. The Record of Activities Performed Sheets are kept with the computer-generated reports and are maintained as the necessary back up data. They must be kept on file at the school for a period of **five years**.

Enter Record of Activities Performed Data

- In the Menu, click on the Q1 Activities Performed Sheet button.
- For each employee, enter the specific activities performed. The allowable activities are included in the Guidelines.
- There are five entry areas for each category.
    - For Category 1, click in the first box to the right of the code. Select the first activity for which you are claiming reimbursement.
    - Continue filling in activities in this manner for each category.
    - If you wish to write in your own wording of activities, just click in the box and type. You may also amend any of the preset activities by deleting parts of it and/or adding text to it.
    - The fifth box has a larger area to allow for longer activities.
- Repeat this process for each quarter.

Categories			Specific Activities Performed	
1.	Governance & Organizational Leadership	3301-35-02	Listening/Responding to stakeholder concerns.	
			Preparing annual report for stakeholders.	
2.	Strategic Planning & Continuous Improvement	3301-35-03		Participating in strategic planning meetings
3.	Student & Other Stakeholder Focus	3301-35-04		
4.	Faculty & Staff Focus	3301-35-05		
5.	Educational Programs & Support	3301-35-06		

Refer to the Guidelines

- To view the guidelines for each category, click on the number or the category.
- The appropriate portion of the Guidelines will open for reference.
- Click on the appropriate button to return to the current Record of Activities Performed Sheet.

Click on each category to see the State of Ohio guidelines.
Categories
1. Governance & Organizational Leadership
2. Strategic Planning & Continuous Improvement
3. Student & Other Stakeholder Focus
4. Faculty & Staff Focus
5. Educational Programs & Support
6. Using Data to Improve Performance Results
7. Procedures for Evaluation & Intervention
8. Chartered Nonpublic Schools
9. Entry Year
10. Professional or Associate License Renewal
11. Transportation of Pupils
12. Federally Funded Education Programs
13. Unemployment & Worker's Compensation
14. Other

REMEMBER:

Weekly Log Sheets & Record of Activities Performed Sheets must be kept on file for 5 years.

Print Weekly Log Sheets & Record of Activities Sheets

General Information

There are many options for printing the Weekly Log Sheets and the Record of Activities Sheets. All of these sheets may be printed single-sided, or if your printer supports it, double-sided. There are three options for these forms in addition to the single or double-sided printing. The first is to print blank forms with no names, dates or data. The second is to print forms with the employee names, school dates, and free days but without entered data. The last option is to print these forms with the employees claimed time and activities performed. Any and all of these are acceptable to use for back up data of your claim.

Print a Blank Weekly Log Sheet

- From the Main Menu, click on the button "Print a Blank Weekly Log Sheet."

- The following window opens. Chose to print the Blank Weekly Log or the Blank Weekly Log & Record of Activities if duplex printing is an option.

Print a Blank Weekly Log Sheet
Menu
Please click the button for a blank Weekly Log Sheet or the 2-sided option for the Weekly Log Sheet with the Record of Activities on the back.
Single-Sided Printing
Blank Weekly Log
Double-Sided Printing
Blank Weekly Log & Record of Activities

- Legal sized paper is needed to print Weekly Log Sheets. A reminder will appear. Click OK.
- Click Print when ready.

Print a Blank Activities Performed Sheet

- From the Menu, click the button labeled "**Print a Blank Activities Performed Sheet**."

- A message appears reminding you to use legal sized paper.
- Click OK when the paper and the printer are ready.

Print Blank Weekly Log Sheets with Names and Days Off

- From the Menu, click the button labeled "**Print Blank Weekly Log Sheets with Names**."

- The following window opens.

Select the Quarter
Menu
Please click the button for the quarter desired.
Single-Sided Printing
Double-Sided Printing
Quarter 1 Weekly Log
Quarter 2 Weekly Log
Quarter 3 Weekly Log
Quarter 4 Weekly Log
Quarter 1 Weekly Log & Record of Activities
Quarter 2 Weekly Log & Record of Activities
Quarter 3 Weekly Log & Record of Activities
Quarter 4 Weekly Log & Record of Activities

- **Single-Sided Printing**

  - Click the button for the appropriate quarter. A log sheet will show. Notice that no minutes show, but Xs appear for days off.

  - **To print a sheet for a specific employee**, click on Find. Select the person's name and view the log sheet. Click on Print Current Record.

  - **To print a sheet for all employees**, click on Find All. Click on Print All Records.

- **Double-Sided Printing**
  - Click the button for the appropriate quarter. A log sheet will show. Notice that no minutes show, but Xs appear for days off.

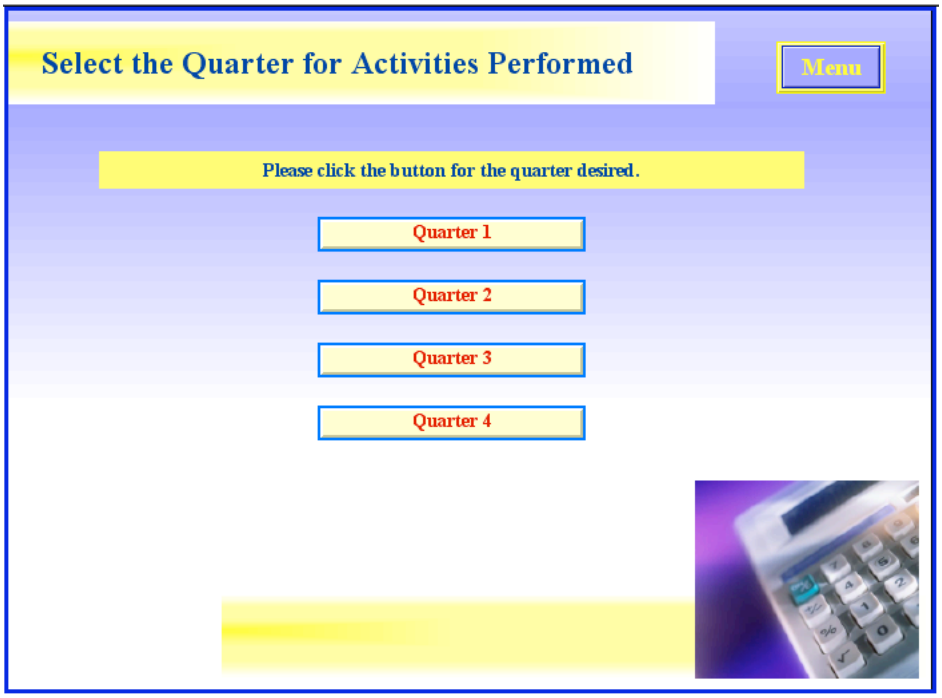
  - **To print a sheet for a specific employee**, click on Find. Select the person's name and view the log sheet and Record of Activities. Click on Print Current Record.

  - **To print a sheet for all employees**, click on Find All. Click on Print All Records.

Print Blank Activities Performed Sheets with Names

- From the Menu, click the button labeled "**Print Blank Activities Performed Sheets with Names."**

- The following window opens.



- Click the button for the appropriate quarter. A Record of Activities Performed Sheet will show.

- **To print a sheet for a specific employee**, click on Find. Select the person's name and view the Record of Activities. Click on Print Current Record.

- To print a sheet for all employees, click on Find All. Click on Print All Records.

Print Weekly Log Sheets with Data

Print Current Record

- Select Q1, Q2, Q3 or Q4 Weekly Log Sheet from the Menu.
- The appropriate log sheet appears showing employee claims as well as Xs for days off.
- Click on Find. Select the person's name and view the log sheet. Click on Print Current Record.
- The following window appears.

Print Weekly Log Sheet - Current Record
Menu
Please click the button for Single-Sided Printing or Double-Sided Printing.
Q1 Weekly Log Single-Sided Printing
Q1 Weekly Log & Q1 Record of Activities Double-Sided Printing
Q2 Weekly Log Single-Sided Printing
Q2 Weekly Log & Q2 Record of Activities Double-Sided Printing
Q3 Weekly Log Single-Sided Printing
Q3 Weekly Log & Q3 Record of Activities Double-Sided Printing
Q4 Weekly Log Single-Sided Printing
Q4 Weekly Log & Q4 Record of Activities Double-Sided Printing

- Select the appropriate button for the correct quarter and to indicate Single-Sided or Double-Sided Printing.

Print All Records

- Select Q1, Q2, Q3 or Q4 Weekly Log Sheet from the Menu.
- The appropriate log sheet appears showing employee claims as well as Xs for days off.
- Click on Print All Records.
- The following window appears:

Print Weekly Log Sheet - All Records
Menu
Please click the button for Single-Sided Printing or Double-Sided Printing.
Q1 Weekly Log Single-Sided Printing
Q1 Weekly Log & Q1 Record of Activities Double-Sided Printing
Q2 Weekly Log Single-Sided Printing
Q2 Weekly Log & Q2 Record of Activities Double-Sided Printing
Q3 Weekly Log Single-Sided Printing
Q3 Weekly Log & Q3 Record of Activities Double-Sided Printing
Q4 Weekly Log Single-Sided Printing
Q4 Weekly Log & Q4 Record of Activities Double-Sided Printing

- Select the appropriate button for the correct quarter and to indicate Single-Sided or Double-Sided Printing.
- The Print Dialog box for the printer will open. Click Print.

Print Activities Performed with Data

Print Current Record

- Select Q1, Q2, Q3 or Q4 Activities Performed Sheet from the Menu.
- The appropriate sheet appears showing employee activities claimed.
- Click on Find. Select the person's name and view record. Click on Print Current Record.
- The Print Dialog box for the printer will open. Click Print.

Print All Records

- Select Q1, Q2, Q3 or Q4 Activities Performed Sheet from the Menu.
- The appropriate sheet appears showing employee activities claimed.
- Click on Print All Records.
- The Print Dialog box for the printer will open. Click Print.

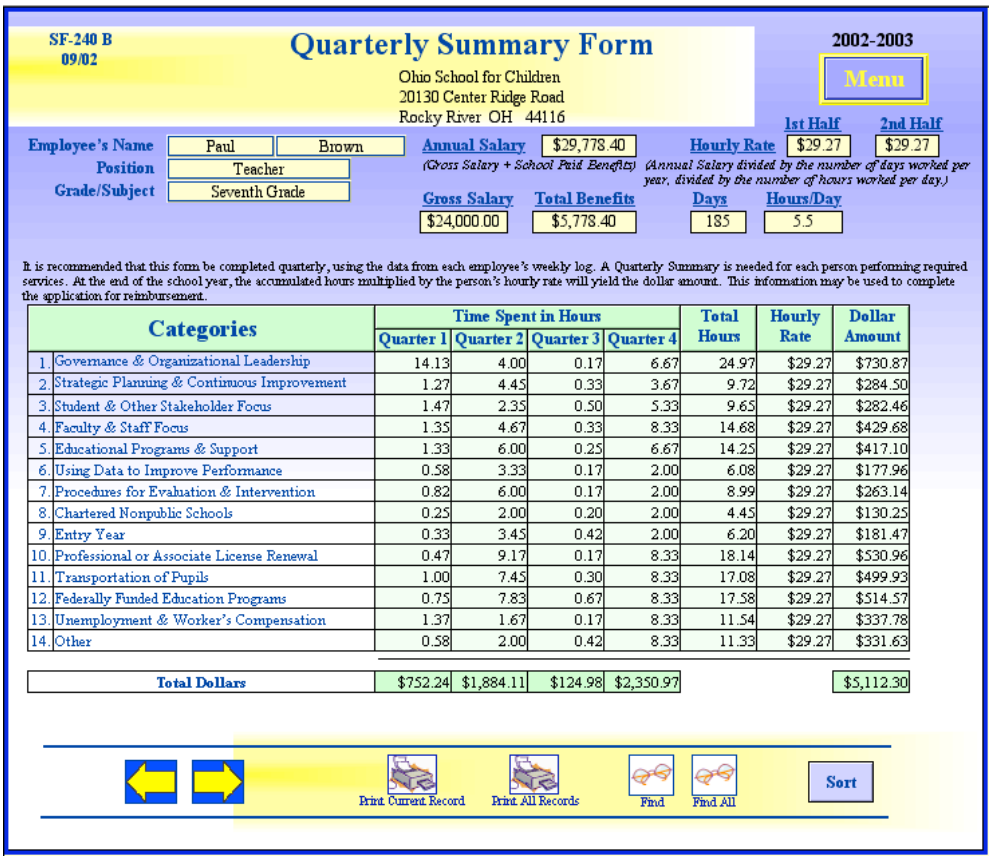
Quarterly Summary Form

General Information

A Quarterly Summary Form is generated for each employee and is useful in viewing and comparing employee claims throughout the school year. Each quarter is shown with the hours claimed for each category. Total hours and the dollars claimed per employee are also shown.

View Quarterly Summary Forms

- From the Menu, click on the **Quarterly Summary Form** button.
- Use the arrow icons to navigate forward and backward through the employees or use the Find button to locate a specific employee.
- Notice that all data entered for the claimant is merged into this summary and provides the claimable amount to date.



SF-240 B
09/02

Quarterly Summary Form

Ohio School for Children
20130 Center Ridge Road
Rocky River OH 44116

2002-2003

Menu

Employee's Name	Paul	Brown	Annual Salary	$29,778.40	Hourly Rate	1st Half $29.27	2nd Half $29.27
Position	Teacher		(Gross Salary + School Paid Benefits)		(Annual Salary divided by the number of days worked per year, divided by the number of hours worked per day.)		
Grade/Subject	Seventh Grade		Gross Salary	Total Benefits	Days	Hours/Day	
			$24,000.00	$5,778.40	185	5.5	

It is recommended that this form be completed quarterly, using the data from each employee's weekly log. A Quarterly Summary is needed for each person performing required services. At the end of the school year, the accumulated hours multiplied by the person's hourly rate will yield the dollar amount. This information may be used to complete the application for reimbursement.

Categories	Time Spent in Hours				Total Hours	Hourly Rate	Dollar Amount
	Quarter 1	Quarter 2	Quarter 3	Quarter 4			
1. Governance & Organizational Leadership	14.13	4.00	0.17	6.67	24.97	$29.27	$730.87
2. Strategic Planning & Continuous Improvement	1.27	4.45	0.33	3.67	9.72	$29.27	$284.50
3. Student & Other Stakeholder Focus	1.47	2.35	0.50	5.33	9.65	$29.27	$282.46
4. Faculty & Staff Focus	1.35	4.67	0.33	8.33	14.68	$29.27	$429.68
5. Educational Programs & Support	1.33	6.00	0.25	6.67	14.25	$29.27	$417.10
6. Using Data to Improve Performance	0.58	3.33	0.17	2.00	6.08	$29.27	$177.96
7. Procedures for Evaluation & Intervention	0.82	6.00	0.17	2.00	8.99	$29.27	$263.14
8. Chartered Nonpublic Schools	0.25	2.00	0.20	2.00	4.45	$29.27	$130.25
9. Entry Year	0.33	3.45	0.42	2.00	6.20	$29.27	$181.47
10. Professional or Associate License Renewal	0.47	9.17	0.17	8.33	18.14	$29.27	$530.96
11. Transportation of Pupils	1.00	7.45	0.30	8.33	17.08	$29.27	$499.93
12. Federally Funded Education Programs	0.75	7.83	0.67	8.33	17.58	$29.27	$514.57
13. Unemployment & Worker's Compensation	1.37	1.67	0.17	8.33	11.54	$29.27	$337.78
14. Other	0.58	2.00	0.42	8.33	11.33	$29.27	$331.63
Total Dollars	$752.24	$1,884.11	$124.98	$2,350.97			$5,112.30

Print Current Record | Print All Records | Find | Find All | Sort

Print Quarterly Summary Forms

- Choose either the **Print Current Record** button or the **Print All Records** button.
- The Print Dialog box for the printer will open. Click Print.

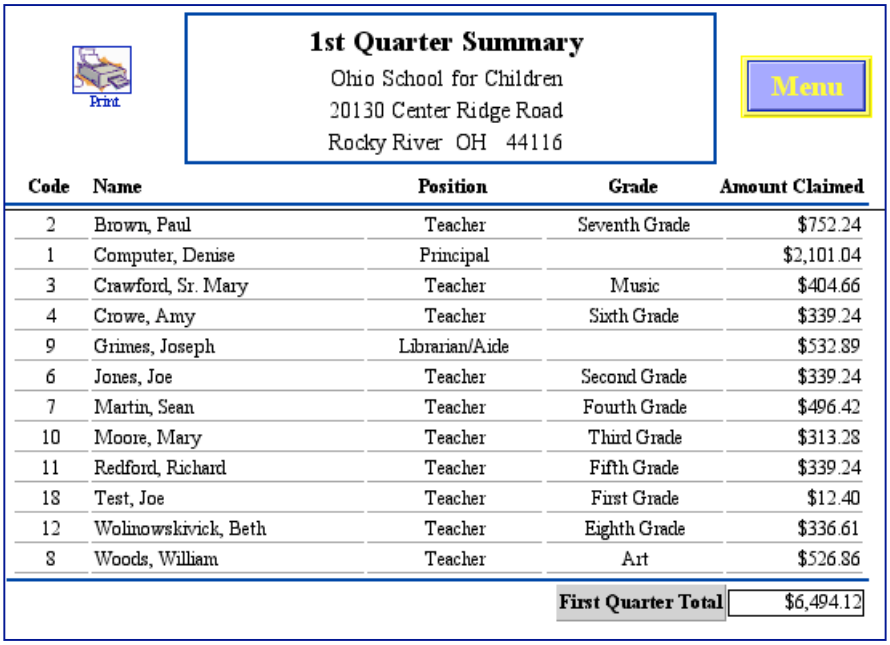
Refer to the Guidelines

- To view the guidelines for each category, click on the number or the category.
- The appropriate portion of the Guidelines will open for reference.

Quarterly Summaries

View Quarterly Summaries

- From the Menu, click on the **Q1 Summary** button.
- Claimants are listed in alphabetical order for this summary.
- At the end of the report, notice the amount next to **First Quarter Total**. This is an easy way to monitor the school's claim by quarter.
- View other quarterly summaries in the same way.



Print

1st Quarter Summary
Ohio School for Children
20130 Center Ridge Road
Rocky River OH 44116

Menu

Code	Name	Position	Grade	Amount Claimed
2	Brown, Paul	Teacher	Seventh Grade	$752.24
1	Computer, Denise	Principal		$2,101.04
3	Crawford, Sr. Mary	Teacher	Music	$404.66
4	Crowe, Amy	Teacher	Sixth Grade	$339.24
9	Grimes, Joseph	Librarian/Aide		$532.89
6	Jones, Joe	Teacher	Second Grade	$339.24
7	Martin, Sean	Teacher	Fourth Grade	$496.42
10	Moore, Mary	Teacher	Third Grade	$313.28
11	Redford, Richard	Teacher	Fifth Grade	$339.24
18	Test, Joe	Teacher	First Grade	$12.40
12	Wolinowskivick, Beth	Teacher	Eighth Grade	$336.61
8	Woods, William	Teacher	Art	$526.86
			First Quarter Total	$6,494.12

Print Quarterly Summaries

- Click on the **Print** button.
- The Print Dialog box will appear. Click Print.

Grand Summary / ADM Entry

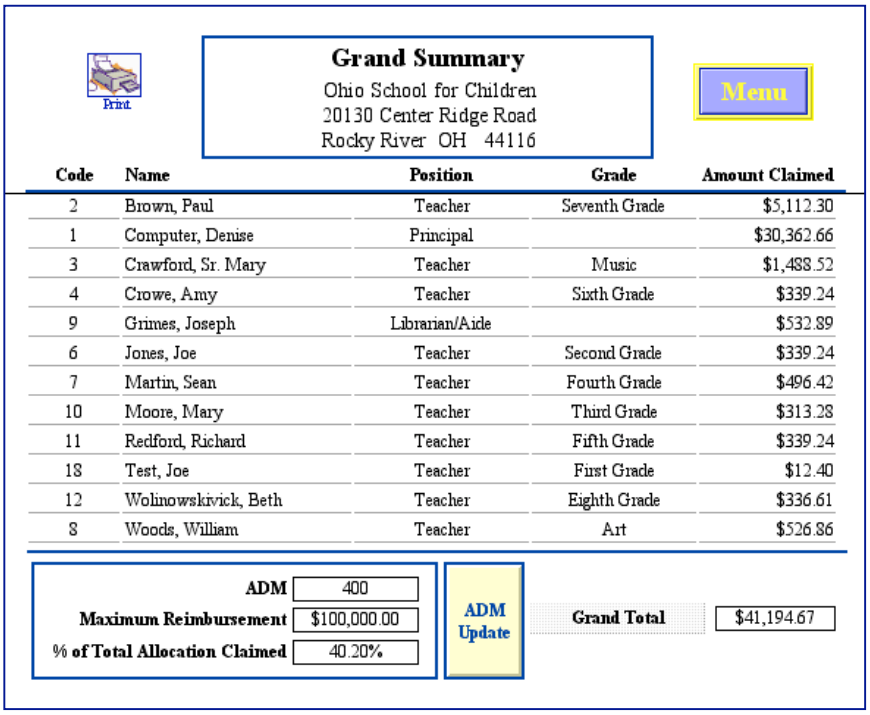
Enter the ADM Information

- From the Menu, click on the **Grand Summary/ADM Entry** button.
- The following entry page appears.
- Enter the School's ADM number from the October State reports.
- Press Tab.
- Enter the current allowable amount to be claimed.
- Click on Continue.
- The amounts will be calculated and the Grand Summary will open.

ADM Entry
Menu
Please enter the ADM as submitted to the State of Ohio in October.
Enter the current per student ADM amount allowable by the State of Ohio.
ADM
400
ADM Amount
$250.00
Click on Continue When Finished.
Continue

View the Grand Summary

- The Grand Summary shows total amounts claimed per employee as well as grand totals for the school.
- The box toward the bottom left shows the ADM information based on what was entered. The Maximum Reimbursement is calculated from that information.
- The % of Total Allocation Claimed provides a target. For example, in January it is half way through the school year and the school would aim for close to 50% of its claim.
- If the ADM information entered was incorrect, click on the **ADM Update** button to change the information. Then click Continue to return to the Grand Summary.
- Click the print button to print the Grand Summary.



Code	Name	Position	Grade	Amount Claimed
2	Brown, Paul	Teacher	Seventh Grade	$5,112.30
1	Computer, Denise	Principal		$30,362.66
3	Crawford, Sr. Mary	Teacher	Music	$1,488.52
4	Crowe, Amy	Teacher	Sixth Grade	$339.24
9	Grimes, Joseph	Librarian/Aide		$532.89
6	Jones, Joe	Teacher	Second Grade	$339.24
7	Martin, Sean	Teacher	Fourth Grade	$496.42
10	Moore, Mary	Teacher	Third Grade	$313.28
11	Redford, Richard	Teacher	Fifth Grade	$339.24
18	Test, Joe	Teacher	First Grade	$12.40
12	Wolinowskivick, Beth	Teacher	Eighth Grade	$336.61
8	Woods, William	Teacher	Art	$526.86

Template Reimbursement Entry

General Information

The cost of the ACR templates may be claimed in Category 14 the year they are purchased. This may only be claimed once.

Fill-in Template Reimbursement

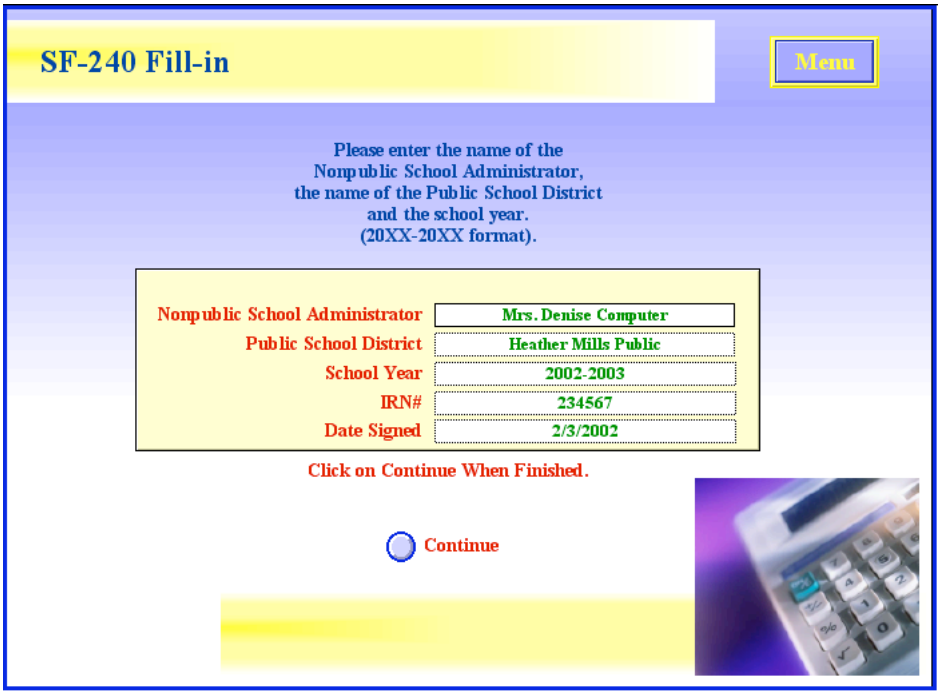
- From the Menu, click on the **Template Reimbursement Entry** button.
- Enter the amount paid for the template program. This amount may not include the price of FileMaker Pro.
- A copy of the invoice and the cancelled check used for payment must be kept in the voucher file with the school's ACR records for 5 years.
- Click Continue. The amount entered has been added to Category 14 and will appear on the SF 240.

Template Reimbursement Entry
Menu
This option will add the one-time cost of the ACR templates to Category 14.
This amount will be reimbursed as part of this year's claim.
A copy of the invoice and a copy of the canceled check
must be kept in the voucher file with the school's ACR records.
Enter the reimbursement amount below.
(If this is an upgrade, enter the discounted amount.)
Reimbursement Amount
Continue
Cancel

Generating the SF 240 Report

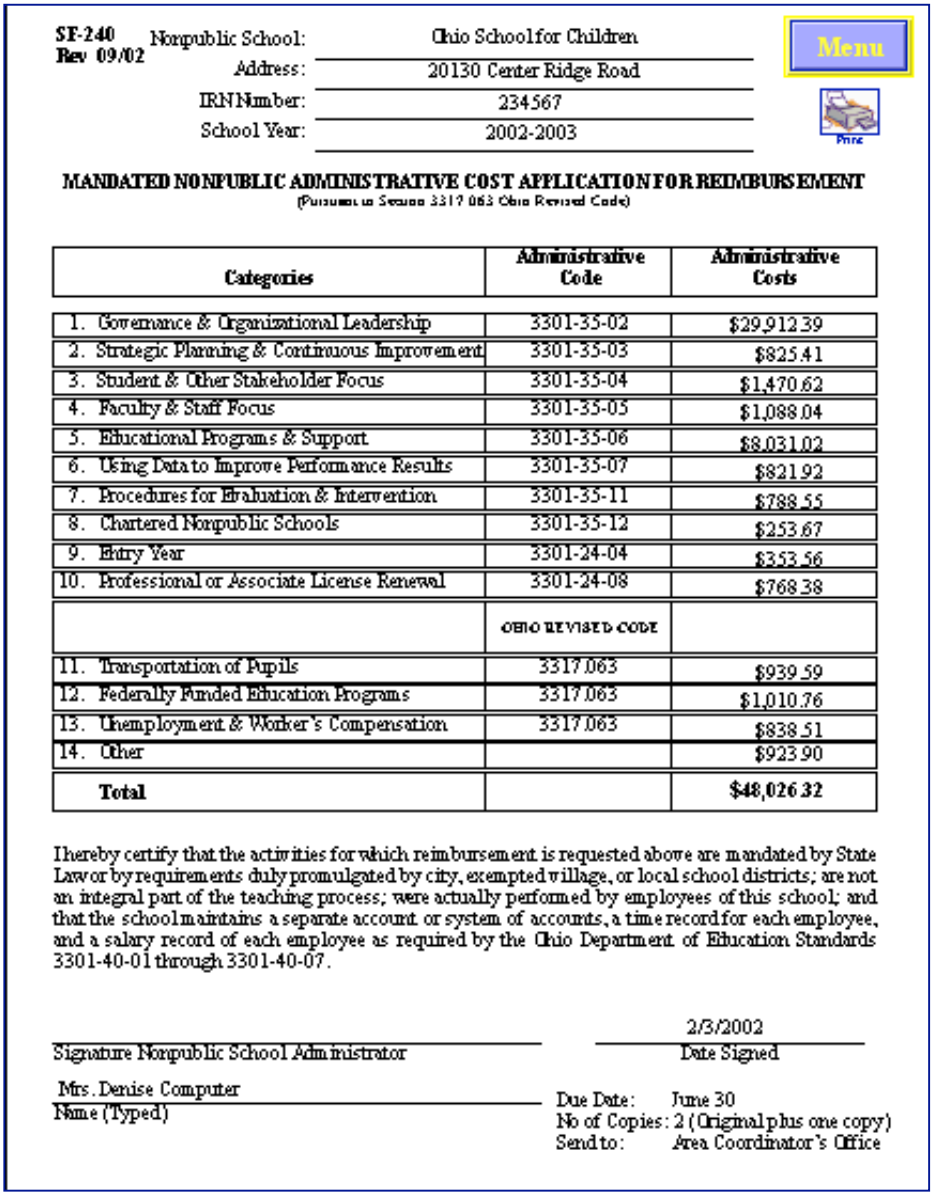
Fill-in Information

- From the Menu, click on the **SF 240** button.
- Enter the Administrator's name.
- Enter the name of the Public School District.
- Enter the current School Year, 20xx-20xx.
- Enter the school's IRN number.
- Enter the Date it will be signed.
- Click Continue.



View the SF 240

- Preview the SF 240 for accuracy of information.
- Click the Print button.
- The administrator of the school must sign and date the SF 240 form.



SF-240 Rev 09/02

Nonpublic School: Ohio School for Children
Address: 20130 Center Ridge Road
IRN Number: 234567
School Year: 2002-2003

Menu

Print

MANDATED NONPUBLIC ADMINISTRATIVE COST APPLICATION FOR REIMBURSEMENT

(Pursuant to Section 3317.063 Ohio Revised Code)

Categories	Administrative Code	Administrative Costs
1. Governance & Organizational Leadership	3301-35-02	$29,912.39
2. Strategic Planning & Continuous Improvement	3301-35-03	$825.41
3. Student & Other Stakeholder Focus	3301-35-04	$1,470.62
4. Faculty & Staff Focus	3301-35-05	$1,088.04
5. Educational Programs & Support	3301-35-06	$8,031.02
6. Using Data to Improve Performance Results	3301-35-07	$821.92
7. Procedures for Evaluation & Intervention	3301-35-11	$788.55
8. Chartered Nonpublic Schools	3301-35-12	$253.67
9. Entry Year	3301-24-04	$353.56
10. Professional or Associate License Renewal	3301-24-08	$768.38
	OHIO REVISED CODE	
11. Transportation of Pupils	3317.063	$939.59
12. Federally Funded Education Programs	3317.063	$1,010.76
13. Unemployment & Worker's Compensation	3317.063	$838.51
14. Other		$923.90
Total		**$48,026.32**

I hereby certify that the activities for which reimbursement is requested above are mandated by State Law or by requirements duly promulgated by city, exempted village, or local school districts; are not an integral part of the teaching process; were actually performed by employees of this school; and that the school maintains a separate account or system of accounts, a time record for each employee, and a salary record of each employee as required by the Ohio Department of Education Standards 3301-40-01 through 3301-40-07.

Signature Nonpublic School Administrator

2/3/2002
Date Signed

Mrs. Denise Computer
Name (Typed)

Due Date: June 30
No of Copies: 2 (Original plus one copy)
Send to: Area Coordinator's Office

Quit, Save, & Back Up Work

Quit the Program

- From any screen in the program, click on the **Menu** button.
- Click on the **Quit** button.

Save Work

- FileMaker Pro automatically saves the data entered on the Hard Drive.
- Make a back up of the ACR file for safety. See directions below.

Back Up Work

- At the end of each data entry session, back up the ACR template. A standard floppy disk cannot be used due to the size of the file. The back up may be done to a zip disk, a CD-ROM, an external drive, or a file server. It should be backed up to a place other than the computer being used. It is recommended to have 3 back ups, rotating their use. For instance each on separate zip disks, changing which disk each day. Do not store all back ups in the same location. You can add the current date to the name of the back up. When disk get full, old back ups may be deleted.
- Under the file heading, select **Save a Copy As**.
- **Zip Disk**:
  - Insert a formatted zip disk into the zip drive.
  - Navigate to the disk.
  - Rename the file by adding the current date. E.g. **ACR02-03SJS10-24-02.fmp**
  - Click on Save.
  - Eject the disk and keep it handy for backing up after each data entry session.
- **CD-ROM (This requires a CD burner)**:
  - Prepare a blank CD for burning.
  - Follow instructions that come with the CD software.
  - Name the file with the current date.
    E.g. **ACR02-0310-24-02SJS.fmp** Burn the CD.
  - If the CD software allows recording multiple sessions, re-use the CD until it is filled. Otherwise a new CD is required for each back up.

- **File Server**:
    - Navigate to the location on the server for saving your files.
    - Name the file with the current date.
        E.g. **ACR02-0310-24-02SJS.fmp**
    - Click on Save.

Start a New School Year

Set up a New School Year

Each year the ACR file needs to be setup again. Each year is named with the school year and kept for the purpose of documenting claims.

- Open the ACR file from the previous school year.
- At the opening screen, click on the File heading and select **Save a Copy As**.
- Next to "**Type**" Click on **"copy of current file."** Hold the mouse down to view the list of choices.
- Highlight **Clone (no Records)** to create an empty copy of the ACR for the new school year.
- Name the file with a different name than last year's.
- Click on Save.
- Click on Quit.
- Open the newly created file for the current school year.
- From the Menu, click on the Employee Records button.
- Click on **New Record.**
- Begin entering employee information as done in the past year.

Support/Documentation

Phone Support

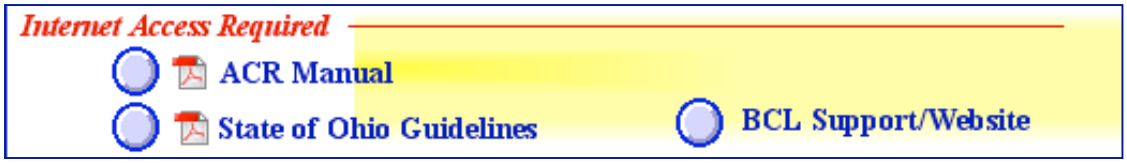
Please call the following 800 number
between 8:30 A.M. – 5:00 P.M.
Monday through Friday
for support in using the
ACR Recordkeeping & Reporting Program

When calling, ask for ACR Support.

1-800-556-6130

Internet Support

Go to the Menu of the ACR program.
The section below the red line contains links for your use.



ACR Manual – This link will take you to the BCL website page for the ACR Program. Scroll to the bottom of the page to find the ACR Manual. Click to download a copy for your use. The manual opens in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, follow the link to download it for free.

State of Ohio Guidelines – This link will take you to the BCL website page for the ACR Program. Scroll to the bottom of the page to find the State of Ohio Guidelines. Click to download a copy for your use. The Guidelines open in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, follow the link to download it for free.

BCL Support/Website – This link will take you to the following screen:

BCL Support/Website
Menu
Need help? Call BCL between 8:30 am and 5:00 pm.
Ask for ACR support.
1-800 - 556- 6130
After 5:00 pm contact us through e-mail.
Click below to send an e-mail.
E-mail

Click on E-mail to send an electronic message for help. The link will take you to the BCL Website's E-mail page. Select ACR from the list and click Go. Someone will contact you with an answer.

Electronic Documentation

The CD-ROM containing the ACR Program also includes Acrobat Reader documents for the following:

State of Ohio Guidelines

ACR User Manual

The FileMaker Pro manual is included on the FileMaker Pro CD-ROM.

Sample Forms

Employee Benefits Record

Employee Benefits Report

Weekly Log Sheet with Name and Dates / Record of Activities with Name - Double-Sided

Weekly Log Sheet with Data / Record of Activities with Data – Double-Sided

Quarterly Summary Form

Q1 Summary

Q2 Summary

Q3 Summary

Q4 Summary

Grand Summary

SF 240

Blank Double-Sided Weekly Log Sheet & Record of Activities